



CITY OF SARATOGA, CITY MANAGER DEPARTMENT • INTERNSHIP OPPORTUNITY

1 Position • \$25.00/hour • Up to 12 Weeks • Flexible Start Date • Summer 2026

About the Program

This internship is offered as part of a Regional Internship Partnership designed to introduce current students and recent college graduates to local municipal government. The City of Saratoga participates in this program with the goal of connecting a diverse student population to public sector work, providing meaningful hands-on experience that supports both personal and professional growth.

Position Description

The City Manager Department has one part-time, paid summer internship opportunity (up to 20 hours per week). This is a single position that provides exposure across multiple functions within the department, giving the selected intern broad exposure to municipal operations rather than a narrow focus on one specialty. The internship runs for up to 12 weeks, and the start and end dates can be arranged around the selected candidate's college summer break schedule.

The workload will balance supporting daily municipal operations with contributing to special projects. The intern will receive assignments and work direction from staff within the department.

Administrative Analyst. The intern will support the planning and delivery of community programs such as the Youth in Government program and City-led events. Duties include scheduling, vendor coordination, on-site event assistance, research on municipal best practices, and data tracking.

City Clerk. The intern will assist with the preparation and coordination of City Council and commission meetings, including agenda compilation, minutes, and document management. Responsibilities also include supporting public records requests and ensuring compliance with open meeting laws and transparency requirements.

Public Affairs and Community Engagement Officer. The intern will help draft newsletters, website content, and social media posts, and will support event promotion, marketing materials, and community outreach campaigns. Additional work may include contributing to the annual State of the City report and video content produced with City Council.

Ideal Candidate

This is an entry-level position suited for a current undergraduate or graduate student, or a recent college graduate, looking to begin a career in public administration or a related field. The ideal candidate is curious about how local government works, self-motivated, and able to communicate clearly in both written and verbal forms. The ability to work independently with minimal supervision is important, as is a genuine interest in serving the community. Basic proficiency in Microsoft Word, Excel, and PowerPoint is required.

Qualifications

We encourage students at all stages of their academic journey to apply. Qualifications include:

- Currently enrolled in, or recently graduated from, an undergraduate or graduate program in public administration, business administration, political science, communications, or a related field. Students expected to graduate in Summer 2026 or 2027 are welcome to apply.
- Knowledge of or genuine interest in the principles and practices of local government and public service.
- Strong oral and written communication skills.
- Proficient computer skills, including Microsoft Office (Word, Excel, PowerPoint).
- Effective interpersonal skills and the ability to maintain professional working relationships with supervisors, colleagues, and the public.
- Ability to work independently and manage tasks with minimal supervision.
- Applicable previous experience or relevant coursework is a plus but not required.
- Mobile videography and photography, and editing skills a plus.
- Self-motivated with an eagerness to learn in a hands-on government environment.

Related Areas of Study

This position welcomes applicants from a wide range of academic backgrounds. Related fields of study include Business Administration, Public Administration, Communications, Political Science, Marketing, Public Relations, Journalism, Graphic Design, Information Technology, Project Management, Sociology, and Social Media.

How to Apply

Please submit applications online at www.calopps.org. Applications must be received by **5:00 pm on Thursday, April 23, 2026**.

Initial application review will begin on April 20; interested candidates are encouraged to apply early. Interviews are expected to be held Thursday, May 7, 2026, specific times TBD*.

**The City prefers to have candidates interview in-person, if logistically possible.*